

CITY OF HAMPTON

**PURCHASING AND PROCUREMENT
OVERSIGHT COMMITTEE**

STATISTICAL REPORT

FOR QUARTER ENDED SEPTEMBER 30, 2011

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BRIEF OVERVIEW

Comparison of First Quarter (FY 12) and First Quarter (FY 11) Purchase Orders For First Quarter Ended September 30, 2011

TOTAL PURCHASE ORDER

Purchase Orders for 24,787,397 were issued in FY2012 compared to \$23,164,004 in FY 2011. This represents an increase of \$1.6 million or 7.01% over FY2011.

TOTAL MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE PURCHASE ORDERS

MBE/WBE Purchase Orders of \$1,672,890 were issued in the first quarter of FY2012, an increase of \$130,551 or 8.46% over FY2011. MBE/WBE Purchase Orders in FY12 represented 6.75% of all Purchase Orders issued.

Explanations for significant increases or decreases in Purchase Orders issued for MBE/WBE:

Business Enterprise	Category	Increase (Decrease) from FY10-FY11	Explanation
WBE	Other Services	\$ (107,310)	PO issued to Aggregate Hauling (\$200,000) in FY11 for annual needs; PO issued in FY 12 was only \$25,000 for hauling debris after Hurricane Irene.
WBE	Goods and Supplies	\$ (79,006)	PO issued to Signal Engineering in FY 11 for installation of security systems; they were the sole source for this job.
MBE	Professional Services	\$ 205,531	PO issued to REMSA (\$191,000) for Brownfield Assessment.
MBE	Other Services	\$ 148,564	PO issued to Hampton Roads Stagehands and Riggings for events at Coliseum.

PURCHASE ORDERS ISSUED TO MBE/WBE LOCATED IN HAMPTON

Of the \$1,672,890 purchase orders issued to MBE/WBE vendors, 54.59% were issued to vendors located in Hampton.

HAMPTON CORPORATE CREDIT CARD PROGRAM

For the Corporate credit card, 2.30% of all credit card purchases were made with MBE/WBE vendors.

City of Hampton
Summary of PPOC Reports
For First Quarter in FY 2012 and 2011*

Report Title	% of Total Amount FY 12	% of Total Amount FY 11
Purchase Orders	6.75% (1)	6.66% (1)
Credit Card Purchases	2.30% (2)	4.50% (2)
MBE/WBE Vendors in Hpt	54.59% (3)	44.51% (3)
WBE?MBE Utilization by Category:	(4)	(4)
Construction	3.49%	7.06%
Architecture/Engineering	10.71%	0.35%
Professional Services	31.67%	11.57%
Other Service	12.38%	10.88%
Goods and Supplies	3.07%	4.15%

(1) Percentage of MBE/WBE vendors to total PO's for year

(2) Percentage of MBE/WBE for purchases made with credit card for year

(3) Percentage of MBE/WBE that are located in Hampton for year

(4) Percentage of MBE/WBE by category according to Utilization Report

* First Quarter is July-Sept of each year

**COMPARISON OF PURCHASE ORDER ACTIVITY
FIRST QUARTER ONLY (07/11-09/11)
FY12**

<u>Class</u>	<u>FY 2012*</u> <u>WBE/MBE</u>	<u>FY 2011**</u> <u>WBE/MBE</u>	<u>Difference</u>	<u>Pert. Of Change</u>
	<u>Amount</u>	<u>Amount</u>		
Construction-Prime/Related	\$ 222,826.63	\$303,437.85	\$ (80,611.22)	(26.57%)
Architecture & Engineering	15,847.50	1,197.36	14,650.14	1,223.54%
Professional Services	338,163.71	88,380.88	249,782.83	282.62%
Other Services	779,743.32	738,488.80	41,254.52	5.59%
Goods & Supplies	188,036.46	295,046.72	(107,010.26)	(36.27%)
Miscellaneous	128,271.95	115,786.78	12,485.17	10.78%
	<u>\$ 1,672,889.57</u>	<u>\$1,542,338.39</u>	<u>\$130,551.18</u>	<u>8.46%</u>

* July 2011-Sept 2011

** July 2010-Sept 2010

**TOTAL PURCHASE ORDER ACTIVITY BY PURCHASING CATEGORY
FIRST QUARTER ONLY (07/11-09/11)
FY12**

Class	Total Vendors	WBE		MBE		Total WBE/MBE	
	Amount	Amount	% of Total Amount	Amount	% of Total Amount	Amount	% of Total Amount
Construction-Prime/Related	\$ 6,387,546.52	\$ 109,122.21	1.71%	\$ 113,704.42	1.78%	\$ 222,826.63	3.49%
Architecture & Engineering	148,028.85	7,852.50	5.30%	7,995.00	5.40%	15,847.50	10.71%
Professional Services	1,067,638.15	53,603.00	5.02%	284,560.71	26.65%	338,163.71	31.67%
Other Services	6,297,035.70	359,182.50	5.70%	420,560.82	6.68%	779,743.32	12.38%
Goods & Supplies	6,125,367.10	160,925.43	2.63%	27,111.03	0.44%	188,036.46	3.07%
Miscellaneous	4,761,781.03	104,880.41	2.20%	23,391.54	0.49%	128,271.95	2.69%
	<u>\$ 24,787,397.35</u>	<u>\$ 795,566.05</u>	<u>3.21%</u>	<u>\$ 877,323.52</u>	<u>3.54%</u>	<u>\$ 1,672,889.57</u>	<u>6.75%</u>

Construction-prime = work completed by a vendor that may have subcontractors, the purchase order is issued to the 'lead' vendor.

Construction related = anything related to the construction of a project within the scope of the practice of accounting, actuarial services, land surveying, law, dentistry, medicine, optometry, or pharmacy.

Other services = includes all other types of services not included in the professional or architecture/engineering categories. Examples of such services include but are not limited to installation, repairs, and maintenance that are required from vendors.

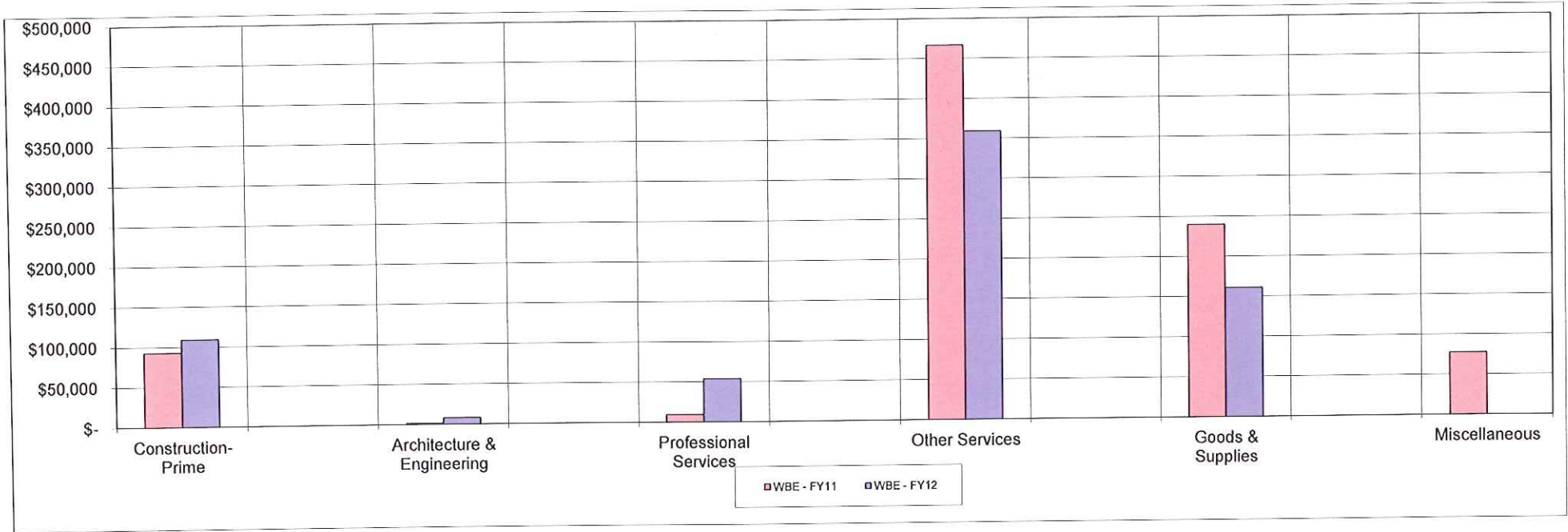
Goods & services=supplies or anything purchased or available for purchase other than real property or services.

Miscellaneous = purchase orders issued without a commodity code.

**AVERAGE TRANSACTION AMOUNT BY PURCHASING CATEGORY
FIRST QUARTER ONLY (07/11-09/11)
FY12**

	Total Vendors		WBE		MBE	
	<u>Average Amount</u>	<u># of POs</u>	<u>Average Amount</u>	<u># of POs</u>	<u>Average Amount</u>	<u># of POs</u>
Construction-Prime	\$ 28,772.73	222	\$ 5,196.30	21	\$ 7,580.29	15
Architecture & Engineer	3,524.50	42	1,963.13	4	-	1
Professional Services	21,788.53	49	8,933.83	6	35,570.09	8
Other Services	7,688.69	819	2,944.12	122	15,576.33	27
Goods & Supplies	7,975.74	768	1,449.78	111	847.22	32
Miscellaneous	10,581.74	450	-	74	-	12
Totals	\$ 10,547.83	2,350	\$ 2,353.75	338	\$ 9,234.98	95

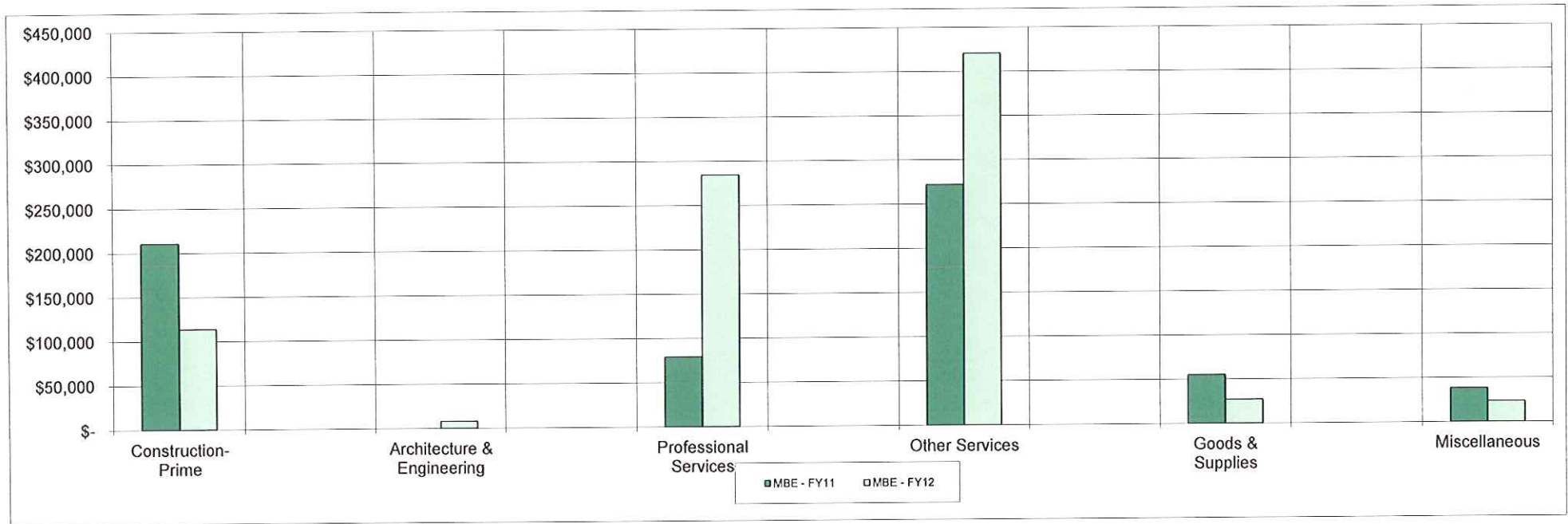
**WBE PURCHASE ORDER COMPARISON OF FY11 TO FY12
(July-Sept)**



	WBE - FY11	WBE - FY12	DIFFERENCE	Percent. Of Change
Construction-Prime	92,782.37	109,122.21	16,339.84	17.61%
Architecture & Engineering	1,197.36	7,852.50	6,655.14	555.82%
Professional Services	9,350.88	53,603.00	44,252.12	473.24%
Other Services	466,492.14	359,182.50	(107,309.64)	-23.00% PO issued in FY 11 to Aggregate Hauling for annual needs
Goods & Supplies	239,931.22	160,925.43	(79,005.79)	-32.93% PO issued in FY 11 to Signal Engineering (HV) for security systems.
Miscellaneous	77,483.78	104,880.41	27,396.63	35.36%
Grand Totals	\$ 887,237.75	\$ 795,566.05	\$ (91,671.70)	-10.33%
TOTAL PURCHASE ORDERS	\$ 23,164,004.28	\$ 24,787,397.35	\$ 1,623,393.07	7.01%
% OF TOTAL PURCHASE ORDERS	3.83%	3.21%	-0.62%	

HV=Hampton Vendor

**MBE PURCHASE ORDER COMPARISON OF FY11 TO FY12
(July-Sept)**



	MBE - FY11	MBE - FY12	DIFFERENCE	Percent. Of Change
Construction-Prime	210,655.48	113,704.42	(96,951.06)	-46.02%
Architecture & Engineering	-	7,995.00	7,995.00	0.00%
Professional Services	79,030.00	284,560.71	205,530.71	260.07% PO for \$191,000 issued to REMSA (HV) for Brownfield Assessments.
Other Services	271,996.66	420,560.82	148,564.16	54.62% PO for \$226,000 issued to Hampton Roads Stagehand and Rigging (HV) for events at Colsieum
Goods & Supplies	55,115.50	27,111.03	(28,004.47)	-50.81%
Miscellaneous	38,303.00	23,391.54	(14,911.46)	100.00%
Grand Totals	\$ 655,100.64	\$ 877,323.52	\$ 222,222.88	33.92%
TOTAL PURCHASE ORDERS	\$ 23,164,004.28	\$ 24,787,397.35	\$ 1,623,393.07	7.01%
% OF TOTAL PURCHASE ORDERS	2.83%	3.54%	0.71%	

HV=Hampton Vendor

City of Hampton
Utilization Analysis for Credit Card Purchases
For First Quarter (07/11-09/11)
FY 12

Description	Amount FY 2012*	Amount FY 2011**	Difference	Percent.of Change
Total WBE	6,700.02	11,598.68	(4,898.66)	(73.11%)
Total MBE	<u>1,372.47</u>	<u>3,249.74</u>	<u>(1,877.27)</u>	<u>(136.78%)</u>
Total WBE/MBE Vendors	<u>\$ 8,072.49</u>	<u>\$ 14,848.42</u>	<u>\$ (6,775.93)</u>	<u>(83.94%)</u>
Total Vendors	\$ 351,078.92	\$329,680.46		
	2.30%	4.50%		

* July 2011-September 2011

** July 2010-Septmeber 2010

City of Hampton
MBE/WBE Vendors Located In Hampton VA*
First Quarter (July-September)
For Fiscal Years Ending 2011 and 2012

	<u>FY 2012**</u>	<u>FY 2011***</u>	<u>Difference</u>	<u>Percent. of Chg</u>
WBE	\$726,320.77	\$260,377.69	\$465,943.08	178.95%
MBE	<u>186,841.14</u>	<u>426,188.19</u>	<u>(239,347.05)</u>	<u>(56.16%)</u>
	<u>\$913,161.91</u>	<u>\$686,565.88</u>	<u>\$226,596.03</u>	<u>33.00%</u>
Total WBE/MBE PO's	<u>\$1,672,889.57</u>	<u>\$1,542,338.39</u>		
Percentage of WBE/MBE	54.59%	44.51%		

* Vendors located in Hampton, VA are defined as vendors with "Hampton", Fort Monroe", Langley AFB" or "Phoebus" included in their address.

**July 2011-September 2011

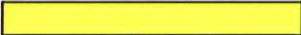
***July 2010-September 2010

**CITY OF HAMPTON
RACE & GENDER ASPIRATIONAL GOALS
BY BUSINESS CATEGORY AND M/WBE CLASSIFICATION
RECOMMENDED VS ACTUAL
AS OF SEPTEMBER 30, 2011**

	Goal	Third Qtr % of Dollars (1)	Y-T-D % of Dollars(2)
By Business Owner Classification:			
Construction Prime Contractors			
African Americans	3.50	1.78%	1.78%
Hispanic Americans	0.31	0.00%	0.00%
Asian Americans	0.51	0.00%	0.00%
Native Americans	0.00	0.00%	0.00%
Nonminority Women	4.02	1.71%	1.71%
	8.34	3.49%	3.49%
Architecture and Engineering			
African Americans	1.90	0.00%	5.40%
Hispanic Americans	0.48	5.40%	0.00%
Asian Americans	0.48	0.00%	0.00%
Native Americans	0.00	0.00%	0.00%
Nonminority Women	4.76	5.31%	5.31%
	7.62	10.71%	10.71%
Professional Services Consultants			
African Americans	2.12	24.94%	24.94%
Hispanic Americans	0.00	0.00%	0.00%
Asian Americans	0.28	1.72%	1.72%
Native Americans	0.00	0.00%	0.00%
Nonminority Women	4.70	5.02%	5.02%
	7.10	31.67%	31.67%
Other Services Vendors			
African Americans	2.98	6.67%	6.67%
Hispanic Americans	0.26	0.01%	0.01%
Asian Americans	0.38	0.00%	0.00%
Native Americans	0.06	0.00%	0.00%
Nonminority Women	3.30	5.70%	5.70%
	6.98	12.38%	12.38%
Goods and Supplies Vendors			
African Americans	0.81	0.25%	0.25%
Hispanic Americans	0.00	0.02%	0.02%
Asian Americans	0.19	0.14%	0.14%
Native Americans	0.13	0.03%	0.03%
Nonminority Women	2.04	2.63%	2.63%
	3.17	3.07%	3.07%

(1) Jan-March 2011

(2) July 2010-March 2011

 Meets/Exceeds Goal

PURCHASE ORDER ACTIVITY BY DEPARTMENT

FIRST QUARTER ONLY (07/11-09/11)

FY11

	PO Transaction Amount			Total Vendors	% of Total Dollars	
	WBE/MBE Vendors		WBE		MBE	
	WBE	MBE				
General Fund Departments:						
Municipal Council	\$ 922.50	\$ -	\$ 1,801.23	51.22%	0.00%	
City Manager	-	-	878.72	0.00%	0.00%	
City Attorney	-	-	90,894.68	0.00%	0.00%	
Human Resources	142.00	-	43,983.92	0.32%	0.00%	
Independent Auditors	153.43	-	197,243.88	0.08%	0.00%	
Marketing and Outreach	-	-	3,727.20	0.00%	0.00%	
Dept of Comm & Intl Relations	-	-	-	0.00%	0.00%	
Citizens Unity Commission	-	-	5,061.62	0.00%	0.00%	
Commissioner of Revenue	4,505.05	-	18,047.80	24.96%	0.00%	
Assessment Department	100.25	5,649.50	5,749.75	1.74%	98.26%	
Finance Department	471.98	-	3,476.54	13.58%	0.00%	
Budget & Analysis	-	-	4,888.68	0.00%	0.00%	
City Treasurer	787.60	-	12,822.86	6.14%	0.00%	
Consolidate Procurement	800.00	-	12,972.60	6.17%	0.00%	
Dept. of Internal Audit	516.07	-	4,830.35	10.68%	0.00%	
Information Services	1,948.73	2,649.73	121,099.94	1.61%	2.19%	
311 Customer Call Center	-	-	-	0.00%	0.00%	
Electoral Board	-	-	15,561.85	0.00%	0.00%	
Registrar	1,259.00	-	3,323.00	37.89%	0.00%	
Circuit Court	-	-	2,690.18	0.00%	0.00%	
General District Court	5,022.00	-	11,021.28	45.57%	0.00%	
District Court-JDR	3,500.00	-	13,231.38	26.45%	0.00%	
Clerk of Courts	14,160.60	-	30,361.84	46.64%	0.00%	
Commonwealth Attorney	4,101.00	-	28,009.00	14.64%	0.00%	
911/311 Call Centers	-	-	55,074.19	0.00%	0.00%	
Police	23,913.15	9,221.73	617,084.82	3.88%	1.49%	
City Sheriff-Jail	49,370.42	946.19	442,610.00	11.15%	0.21%	
E-911	-	-	-	0.00%	0.00%	
Animal Control	1,500.00	1,010.00	34,556.65	4.34%	2.92%	
Fire	500.00	7,223.74	575,087.51	0.09%	1.26%	
Emergency Management	-	-	1,852.50	0.00%	0.00%	
City Sheriff	1,552.50	-	14,469.31	10.73%	0.00%	
Court Service Unit	992.00	29,945.00	164,059.68	0.60%	18.25%	
Public Works Engineering	93.90	328.58	25,474.49	0.37%	1.29%	
Traffic Engineering	-	-	67,488.91	0.00%	0.00%	
Streets & Roads	50,868.48	1,457.16	112,583.96	45.18%	1.29%	
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PURCHASE ORDER ACTIVITY BY DEPARTMENT

FIRST QUARTER ONLY (07/11-09/11)

FY11

	PO Transaction Amount			Total Vendors	% of Total Dollars	
	WBE/MBE Vendors				WBE	MBE
	WBE	MBE				
Drainage Maintenance	910.71	-		37,813.32	2.41%	0.00%
Facilities Management	88,776.33	6,952.06		599,434.18	14.81%	1.16%
Parking Facilities	2,902.47	-		50,583.49	5.74%	0.00%
Youth, Education and Family Services	11,597.94	1,384.54		122,776.20	9.45%	1.13%
Parks	241,467.43	137,500.00		1,744,199.33	13.84%	7.88%
Recreation	54,280.82	6,643.21		400,497.09	13.55%	1.66%
Hampton History Museum	4,272.00	-		22,822.00	18.72%	0.00%
Public Library Services	-	949.54		282,719.80	0.00%	0.34%
Arts Commission	15,636.00	13,675.00		155,091.65	10.08%	8.82%
Community Development	2,188.76	41,838.00		102,991.90	2.13%	40.62%
Development Department	-	3,741.43		7,667.41	0.00%	48.80%
Extension Services	108.65	-		108.65	100.00%	0.00%
Conventions & Tourism	6,081.50	5,038.50		499,089.15	1.22%	1.01%
Civic and Community Support	-	-		-	0.00%	0.00%
Dept. Support-Contractual	-	-		-	0.00%	0.00%
Nondepartmental	705.00	22,325.00		127,236.88	0.55%	17.55%
					0.00%	0.00%
Non-General Fund Departments:					0.00%	0.00%
Federal Grants	3,210.00	189,305.42		903,315.32	0.36%	20.96%
Community Development	600.00	-		839,924.92	0.07%	0.00%
Economic Development	-	-		-	0.00%	0.00%
Excel	-	-		(1,216.00)	0.00%	0.00%
Comprehensive Services	800.00	-		6,939.93	11.53%	0.00%
Storm Water Management	-	-		354,131.31	0.00%	0.00%
Wastewater Management	6,602.00	16,521.56		595,229.11	1.11%	2.78%
Capital Projects	137,922.47	61,063.86		6,827,638.33	2.02%	0.89%
Coliseum	-	261,995.00		480,700.88	0.00%	54.50%
Woodland Golf Course	2,000.00	9,792.00		144,247.34	1.39%	6.79%
Magruder Golf Course	1,300.00	3,990.00		138,987.13	0.94%	2.87%
Solid Waste	-	657.16		4,794,160.81	0.00%	0.01%
IDA	16,200.00	18,665.57		117,753.47	13.76%	15.85%
Covention Center	-	-		139,174.00	0.00%	0.00%
Equipment Replacement	-	-		-	0.00%	0.00%
Central Garage	17,649.89	11,028.58		439,188.87	4.02%	2.51%
Risk Management	1,499.99	-		31,169.96	4.81%	0.00%
			12			

PURCHASE ORDER ACTIVITY BY DEPARTMENT

FIRST QUARTER ONLY (07/11-09/11)

FY11

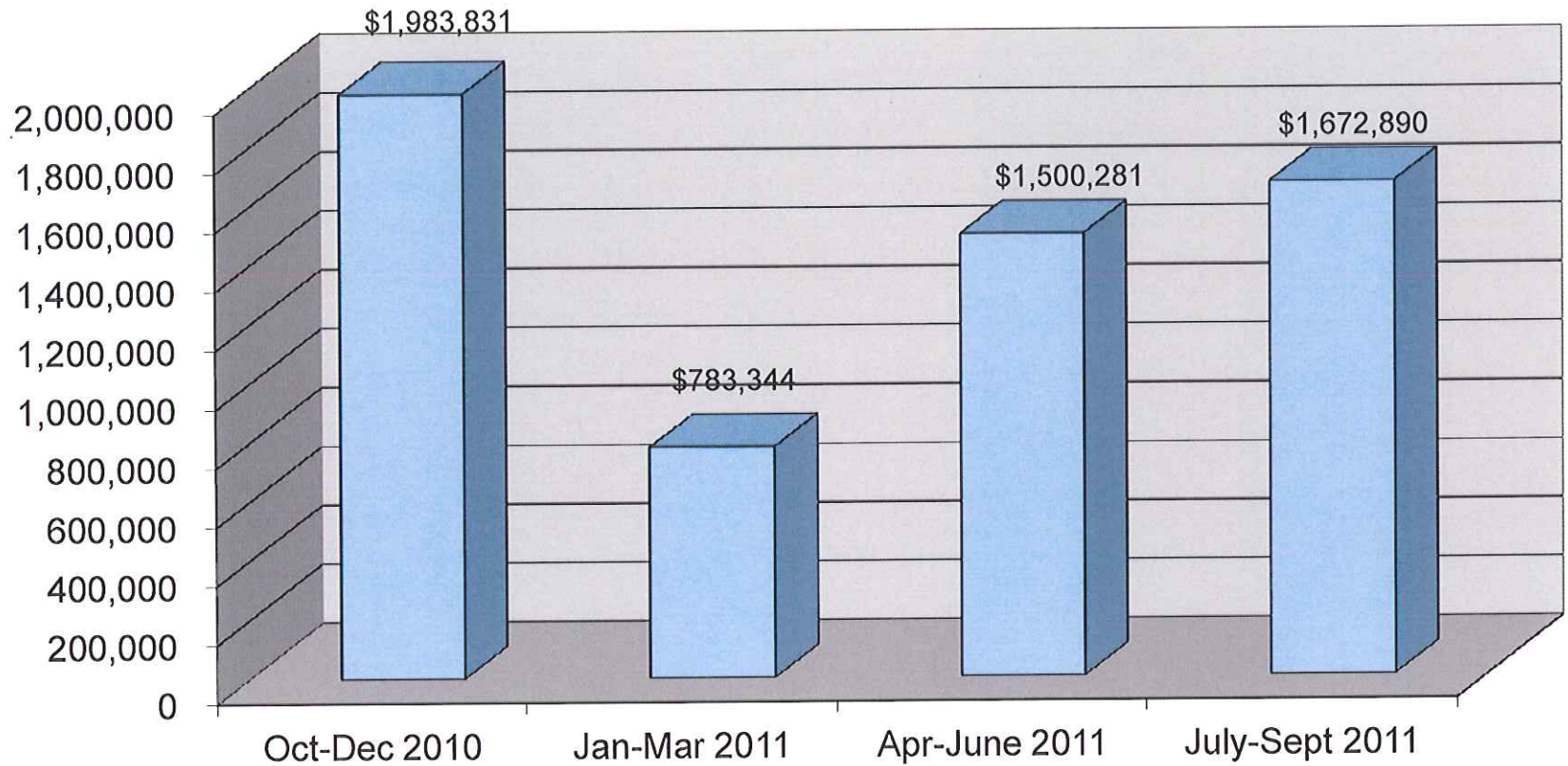
	PO Transaction Amount			Total Vendors	% of Total Dollars	
	WBE/MBE Vendors					
	WBE	MBE			WBE	MBE
Steam Plant	529.00	-		1,609,389.10	0.03%	0.00%
Communication & Info Services	6,993.41	5,124.26		354,397.67	1.97%	1.45%
HERS	312.30	281.20		42,192.51	0.74%	0.67%
Pembroke Complex	3,838.72	420.00		34,193.32	11.23%	1.23%
Law Library	-	-		40,828.00	0.00%	0.00%
Grand Totals	795,566.05	877,323.52		24,787,397.35	3.21%	3.54%

WBE=woman business enterprises

Minority WBE=minority woman business enterprises

MBE=minority business enterprises categorized as Alaskan Native, American Indian, Asian, Black, or Hispanic

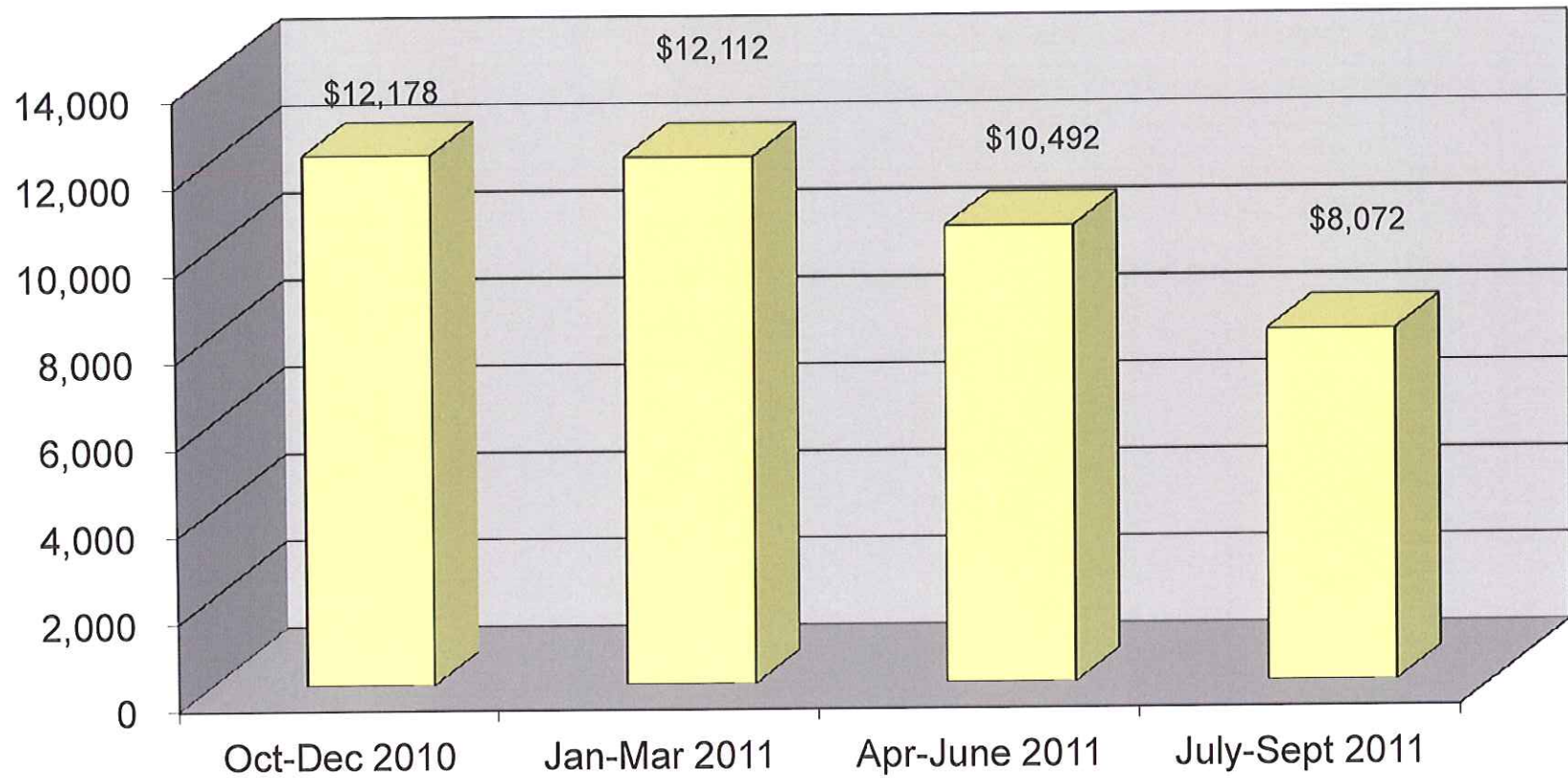
MBE/WBE VENDORS Oct 2010-Sept 2011



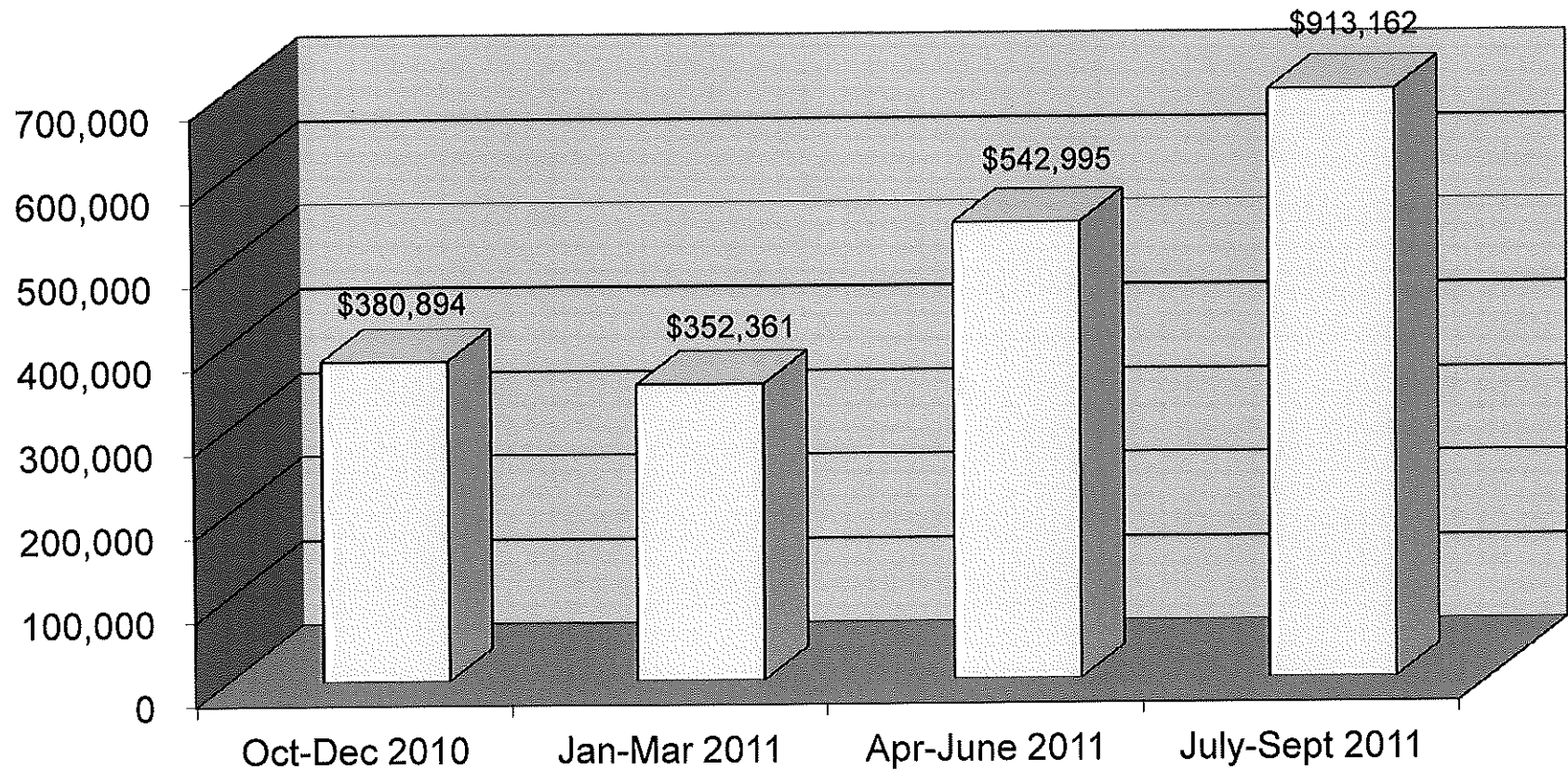
July-Sept 2011

Purchase Orders were issued for annual needs. The vendors were HR Stagehands (\$226,000), REMSA (\$191,800), Coastal Lawn (\$176,962) and Wilson Landscaping (\$137,500). All of these vendors except Coastal Lawn are located in Hampton.

CREDIT CARD MINORITY VENDORS Oct 2010-Sept 2011



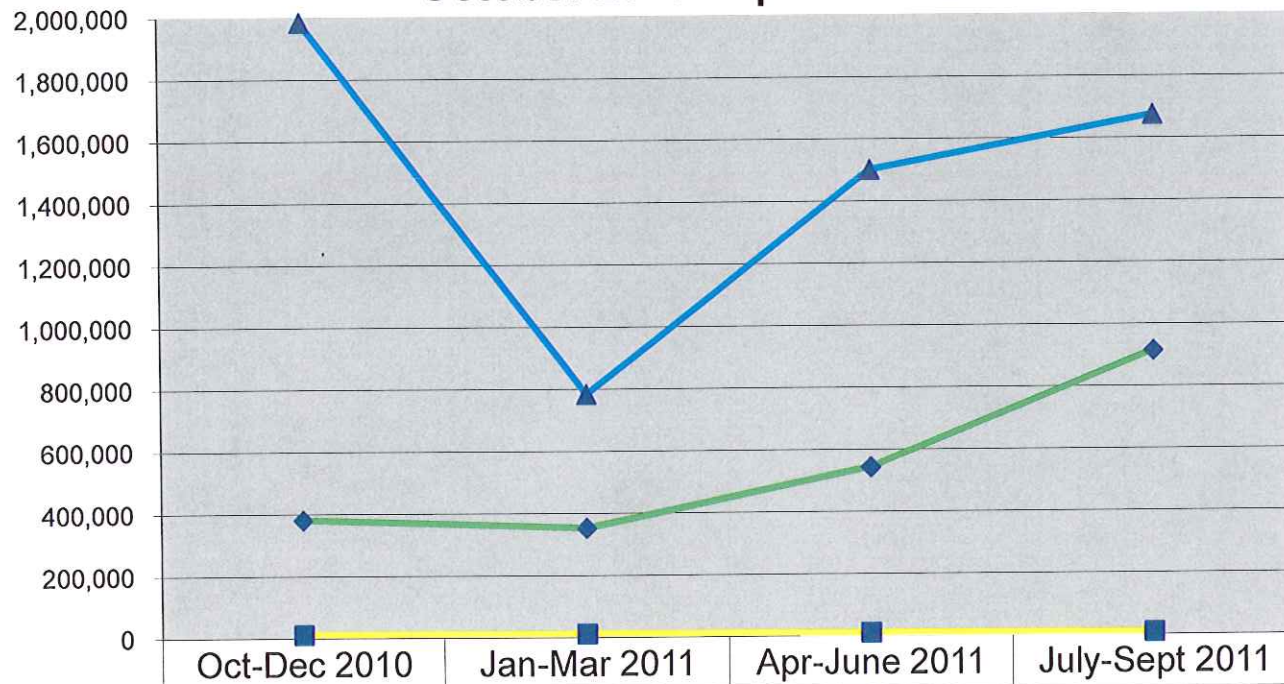
HAMPTON VENDORS Oct 2010-Sept 2011



July-Sept 2011

Purchase Orders were issued for annual needs. The vendors were HR Stagehands (\$226,000), REMSA (\$191,800) and Wilson Landscaping (\$137,500).

COMPARISON OF ALL MINORITY VENDORS October 2010-September 2011



◆ Hampton Vendors	380,894	352,361	542,995	913,162
■ Credit Card	12,178	12,112	10,492	8,072
▲ MBE/WBE Vendors	1,983,831	783,344	1,500,281	1,672,890

Description of Codes

	<u>Classified As</u>
A= Eskimos and Aleute	MBE
B= Native American	MBE
C= Asian-American	MBE
D= African-American	MBE
E= Woman Owned Business	WBE
F= Hispanic-American	MBE
G= Minority-Woman Owned Business	MBE